

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Locksmith
Prepared Date: 10/14/2019
Revised Date: 9/1/2021
Work Year: 261 days
Department: Facilities
Reports To: Trades Foreman
Salary Range: Licensed/Certified/Journey Trades – ACME Negotiated Agreement
Benefits: Fringe Benefits based on ACME Negotiated Agreement
Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Locksmith is to install, maintain, and repair all building and school district locks, master key systems, and combinations on electrical and mechanical locks. Respond to emergency calls and security concerns.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Five (5) years of experience in locksmith work or 3 years experience accompanied with an approved vocations certification
- Maintain current Certified Registered Locksmith (CRL) standing with the Associated Locksmiths of America.
- Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must maintain a driving record that meets the standards of the District insurance policy.
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in a public school (K-12) environment

SKILLS AND KNOWLEDGE:

- Excellent interpersonal and communication skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Knowledge of operation and installation of locks and related systems.
- Ability to identify and report repair needs and safety discrepancies.
- Ability to develop necessary skills from on the job training and meet standards of performance for the classification.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities.
- Prioritize, plan, organize, and execute work effectively, act independently, and exercise initiative in the performance of job duties.
- Ability and willingness to take ownership/responsibility for project completion and provide initiative in reaching organizational goals.
- Ability to establish and maintain professional and effective working relationships with building staff, administrators, parents, students, and other community members.

- Ability to work under pressure performing a multitude of ongoing tasks and last-minute deadlines and changes with minimal errors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Install, maintain, and repair locks, including cutting and fitting keys to locks, designing master key systems, changing lock and key systems, changing combinations on electrical and mechanical locks, and picking and bypassing locks as needed
- Keep accurate records of keying systems of each building in the district; Be able to solve in a satisfactory way any keying problems that may arise at district facilities to satisfy the security needs of the building
- Install, maintain, and repair doors, door hardware, closers, hinges, frames, etc. as needed
- Install, repair, and troubleshoot automatic openers
- Estimate, plan, and inspect lock-related systems for maintenance and construction projects
- Maintain equipment, tools, vehicle, and work area in a safe, clean, and orderly manner
- Access and retrieve work orders using the automated work order system. May enter time and materials information associated with work performed on orders.
- Observe district policy, wears all required safety equipment, encourage safe working practices, correct obvious hazards immediately or report them to the proper personnel.
- Ability to work with employees, administrators, students, community members, and outside contractors in a positive and professional way
- Maintain positive and proactive relations with all managers and employees, as well as customers and regulatory agencies.
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions
- Comply with all Pueblo School District 60 policies and procedures.
- Ability to evaluate PPE and ensure proper use and maintenance of PPE

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by Trades Foreman, Maintenance and Operations Supervisor, or the Executive Director of Facilities and Construction Management.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 7.5-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 - 7.5 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 100 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, glue or bonding agents, and splinters and sawdust; regularly exposed to the possibility of receiving cuts and serious injuries such as loss of fingers from accidents while operating woodworking machines; outdoor weather conditions; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment will regularly be loud enough to require hearing protection.